

**TOWN OF SHEFFIELD
BOARD OF HEALTH
OCTOBER 15, 2013
CARLTON FRENCH MEETING ROOM
5:30 PM**

Board Members Present: Priscilla B. Cote, Chairman
Scott Smith
Rene Wood
Joel Weiss

Others Present: Jill Hughes, Board Secretary

Members of the public (see sign in sheet)

Chairman P. Cote called the meeting to order at 5:30 pm.

The Board reviewed draft minutes for the September 9, 2013 meeting. **R. Wood motioned, with a second from S. Smith to accept and approve the September 9, 2013 minutes as written. The motion passed 4-0.**

School Street: Chairman Cote updated the Board in regards to the on-going issue of campfire burning in Ashley Falls. A discussion ensued about the on-site visits that P. Cote and R. Wood conducted with all the parties involved and the meeting the Board tried to set up with those parties to discuss a possible solution, which was cancelled due to lack of participants. Charlie Kaniecki, our district health officer advised the Board that they have done their due diligence to accommodate the parties involved and that based on the non-participation of the parties this is no longer a Board of Health issue, but a civil issue. The Board considers this matter closed. **R. Wood motioned, with a second from S. Smith to send a letter explaining the Board's findings to all parties involved with a copy to Charlie Kaniecki and MassDEP. The motion passed 4-0.**

Joe Wilkinson was present to discuss his concern over having to give 48 hour notice before starting a job. A discussion ensued over the issue with scheduling a recent inspection. It was agreed that 48 hour notice is ideal, but in case of an emergency exceptions can be made.

Burial Permit Appointment: The Board received a request from Felecie Joyce, Town Clerk to designate herself and Jill Hughes, Assistant Town Clerk, as Burial Agents. **R. Wood motioned, with a second from S. Smith to appoint Felecie Joyce, Town Clerk and Jill Hughes, Assistant Town Clerk as Burial Agents for a two year term to expire June 30, 2015. The motion passed 4-0.**

Sanitation Policy: A discussion ensued over the possible need for setting guidelines for Sanitation Inspectors. R. Wood will work on getting some information together for the Board to review.

Berkshire Public Health Alliance: P. Cote updated the Board on the recent meeting she attended. The next meeting is scheduled for November 7, 2013.

Clerk's Report: Board clerk, Jill Hughes had no news to report.

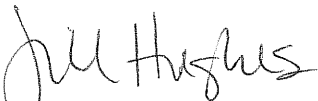
Other Business:

- The Board was informed that Richard Kirchner is resigning from the Board and as Sanitation Inspector. He will be submitting an official letter shortly. A discussion ensued regarding using the Berkshire Public Health Alliance as a back-up in case Scott Smith is not available for inspections.
- A discussion ensued over an e-mail dated October 10, 2013 regarding a failed septic system. The matter will be referred to the Town Administrator.
- P. Cote spoke to the Board about a request we received from Susan & Robert Butler dated September 15, 2013. A letter was sent to the Butlers on October 7, 2013 informing them that their letter did not contain any issues related to the Board of Health.
- The Board reviewed a letter they received from David West regarding whiskey distilleries. A letter was sent to Mr. West on October 10, 2013 informing him that the information was forwarded to our district health officer for review. A discussion ensued on the e-mail the Board received from MassDEP regarding the matter.
- The Board reviewed upcoming meetings and read the mail.
- R. Wood will follow up with the Town Administrator regarding status of the Community Innovation Challenge grant program.
- The Board reviewed and signed septic plans and a vendor warrant.

A motion to adjourn was made by R. Wood, with a second from J. Weiss. The motion passed 4-0 and the meeting adjourned at 6:55 pm.

The following documents were reviewed during the Board's meeting and have been retained as required by the Massachusetts Public Retention Policy: Meeting Agenda; Sign in sheet; September 9, 2013 Draft meeting minutes; October 13, 2013 letter re: burning issue in Ashley Falls; Letter from Felecie Joyce re: burial permit appointment; October 10, 2013 demand letter; October 7, 2013 letter to the Butlers; October 11, 2013 email from MassDEP; October 10, 2013 letter to David West; October 1, 2013 email from David West.

Respectfully submitted by:



Jill Hughes
Board of Health Secretary